



# **Departmental Quarterly Performance Report**

**Office of Public Transportation Management**

**April - June  
2003  
3<sup>rd</sup> Quarter**

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# Departmental Quarterly Performance Report

Department Name:

Reporting Period:

## MAJOR PERFORMANCE INITIATIVES

### Describe Key Initiatives and Status

Check all that apply

County Mgr. Priority (Circle One): <i>People</i> <b><u>Service</u></b> <i>Technology</i> <i>Fiscal Responsibility</i>  Improve the level of bus service throughout Miami-Dade County.  <ul style="list-style-type: none"><li>• Made improvements and added bus service totaling an additional 1.85 million annualized service miles.</li><li>• Began to operate 11 bus routes on a 24 hour schedule.</li><li>• Held various meetings related to the 7<sup>th</sup> Avenue Transit Hub in an effort to make the much needed hub a reality. OPTM and Empowerment Trust Office staff is working closely with the community and elected officials in this effort.</li></ul>	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>
County Mgr. Priority (Circle One): <i>People</i> <b><u>Service</u></b> <i>Technology</i> <i>Fiscal Responsibility</i>  Improve the level of Metro-Rail service throughout Miami-Dade County.  <ul style="list-style-type: none"><li>• Coordinated the Grand opening of the new Palmetto Metro-Rail station.</li><li>• Started 24 hour service on the Metrorail system.</li><li>• Improved the frequency of mid-day and weekend service of the Metrorail system.</li></ul>	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>
County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <b><u>Fiscal Responsibility</u></b>  <ul style="list-style-type: none"><li>• Completed Fiscal Year 2002 Audited Financial Statements as required by the Federal Government and the Federal Transit Administration.</li><li>• Finalized the Draft of the 2003 Transit Development Plan (TDP) update.</li><li>• Initiated the Third Quarter Progress Report for the Unified Planning Work Program (UPWP) for 2003 to the Metropolitan Planning Organization.</li><li>• Utilized supplemental agreement to the County's contract for Financial Advisory Service to obtain the services of Public Financial Management to provide financial advisory service for transportation.</li></ul>	<input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input checked="" type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>

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## PERSONNEL SUMMARY

### *A. Filled/Vacancy Report*

NUMBER OF FULL-TIME POSITIONS	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	0	66	-	-	48	18	64	2		

### Notes:

#### *B. Key Vacancies*

Quality Assurance Engineer has vacant positions that jeopardize the receipt of Federal funds

#### *C. Turnover Issues*

None.

#### *D. Skill/Hiring Issues*

The hiring freeze is causing a delay of critical work.

#### *E. Part-time, Temporary and Seasonal Personnel*

*(Including the number of temporaries long-term with the Department)*

#### *F. Other Issues*

OPTM's budgeted vacant positions were converted and filled by overage positions from the 2<sup>nd</sup> to the 3<sup>rd</sup> quarter. No actual new staff was hired.

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## FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR  Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
<b>Revenues</b>								
<b>P.T.P Tax</b>	0	117,500	39,128	21,929	78,255	54,366	(23,889)	N/A
<b>Interest Income</b>	0	225	70	67	70	67	(3)	
<b>Total Revenues</b>	0	117,725	39,128	21,929	78,255	54,366	(23,889)	N/A
<b>Expense*</b>								
<b>Personnel</b>	0	2,908	960	693	1,938	2,135	(197)	73%
<b>Other Operating</b>	0	2,152	710	113	1,435	156	1,279	7%
<b>Capital</b>		35,550	-	-	-	-	-	0%
<b>Bond Pmt.</b>		4,200	-	-	-	-	-	0%
<b>Transfer to MDT Operating Budget</b>		22,500	-	-	-	-	-	0%
<b>Transfer to Municipalities</b>	0	23,500	7,826	1,304	15,651	1,304	14,347	6%
<b>Total Expenses</b>	0	90,810	9,495	2,110	19,024	3,595	15,429	4%
<b>Carryover PTP Fund</b>		26,915	29,632	19,819	59,231	50,771	(8,460)	N/A

\* Budget Expense Dollar amounts are the new expenditure targets set after the supplemental budget request.

\* Expenditures are net of reimbursements and reflect March through June actual plus estimate for January and February.

\* PTP Surtax Revenues do not include the June amount because it has not been received as of yet.

\*Capital, Bond Payment, and Transfers to MDT Operating Budget are done in the final quarter as journal entry transfers.

## **Equity in pooled cash (for proprietary funds only)**

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>P.T.P. Fund</b>	0	0	0	32,436,988	17,640,000
<b>Total</b>	0	0	0	32,436,988	17,640,000

## Comments:

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## ***STATEMENT OF PROJECTION AND OUTLOOK***

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

N/A

## **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature

Department Director

Date \_\_\_\_\_